



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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OCT - 8 1999

IN REPLY
REFER TO

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MEMORANDUM FOR DLA EXECUTIVE MANAGEMENT TEAM
DIRECTOR, CIVILIAN PERSONNEL MANAGEMENT
SERVICE

SUBJECT: Annual Mandatory Records Management Briefing Requirement

All Federal employees and military personnel, at all levels, are required by Federal Regulation (36 CFR 1222.20(9)) to be reminded "... annually of the agency's record keeping policies and of the sanctions provided for the unlawful removal or destruction of Federal records. . . " Additional Federal records training and advisory requirements are in 36 CFR 1228.12, 1228.100 (b), and 1234.10 (e).

To assist you in meeting Federal regulatory requirements, the DLA Records Management Program Office has revised its **PowerPoint** slide briefing. The briefing is available on the CIO home page and begins at <http://www.cio.dla.mil/records/training/sld001.htm>. At a minimum ensure each employee, at all organizational levels, reviews the briefing slides and accompanying notes. You may also choose to develop your own briefing to include local contact information, etc., and present it in any media. When doing so ensure Federal requirements identified in the paragraph above are met.

All Federal employees, military personnel, and appropriate contractor personnel in your organization and field activities must be briefed prior to October 29, 1999. Notify the DLA Records Manager in writing, by letter or **email**, when all personnel have been briefed.

We invite all employees to visit the new DLA Records Management web page at <http://www.cio.dla.mil/records> for more information on the DLA Records Management Program. Questions and comments on all records management issues can be directed to the DLA Records Manager, Mr. Allen Easterly, CIB, (703) 767-2168 (DSN 427), allen_easterly@hq.dla.mil.

CARLA A. VON BERNEWITZ
Chief Information Officer

